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GOVERNMENT



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HUMAN RESOURCE DEVELOPMENT DEPARTMENT GOVERNMENT OF SIKKIM, TASHILING – GANGTOK.

No: HRDD/MDMGC/213

Date: 23/01/2014

NOTIFICATION

With a view to streamline and ensure timely release of fund under Mid-Day Meal Scheme, the State Govt. of Sikkim is pleased to notify the "Green Channel" fund flow scheme with immediate effect;

- 1) The main objective behind adaptation of "Green Channel" is to facilitate the Schools for timely flow of fund. The Scheme being a largest flagship program implemented throughout the Country, needs utmost care and attention for its smooth and effective implementation.
- 2) While adapting "Green Channel" Scheme, the following procedure shall come in to force with immediate effect:
 - (a) To ensure accountability, transparency and effective utilization of fund, the mechanism for online entry of actual MDM availing children (<u>www.sikkimhrdd.org</u>) Roles & Responsibilities of different level of Officers / field functionaries as per **annexure I**,
 - (b) To ensure timely billing and transparency, the pre-check procedure mentioned under **Annexure II** and
 - (c) The procedures for Maintenance of Accounts in different levels, the **Annexure III** shall come in to force with immediate effect.
- 3) All Institutions covered under MDM Scheme shall have to open a joint account in favour of Head of Institution and Cooking Agencies mandatorily. Further, all Heads of Institutions and field level of Officers are directed to visit www.trgmdm.nic.in for (monthly and annual) data entry.

By order

Thomas Chandy (IFS)
Pr.Secretary [HRDD]
Govt. of Sikkim

HUMAN RESOURCE DEVELOPMENT DEPARTMENT GOVERNMENT OF SIKKIM, TASHILING – GANGTOK.

No: HRDD/MDWGC/214 Date: 23:01:2014

Procedure for on line entry of actual MDM availing enrollment (www.sikkimhrdd.org):

- On the basis of Mid-day Meal attendance the In-charge (MDM) of the School shall submit the number of actual availing children and subject to approval of the respective Head of Institution, entry in the web-site shall be made before 3.30.pm everyday or within 48 hours.
- Head of the School shall ensure that actual number of MDM availing figure is submitted by the In-charge
 and entered in the web-site for necessary records. The attendance register of actual MDM availing
 children is safely kept in the School for audit purpose.
- In case of non-availability of network of internet, the number of actual MDM availing children shall be transmitted to concerned Asst. Edu Officer/ Asst. Director of respective BACs or Dy. Director of Subdivision or Head Quarter.
- 4. Asst.Edu Officer / Asst. Director / Dy. Director of respective areas shall in-turn transmit the same figure to MDM computer operator cum Coordinator of respective Subdivision and the district.
- 5. In case of non-receipt of figure daily or within stipulated time as above SI no 1, the entry shall be made nil, no payment shall be made for particular day.
- In case of absence of Computer Operator cum Coordinator, entry of the figure has to be made by the concerned Asst.Edu Officer/Asst. Director/Dy. Director whosoever is given the figure of actual availing MDM.
- 7. The figure shall also be recorded in Head Quarter and this figure shall be deemed as final (actual MDM availing children) and no additional number shall be entertained when payment is made.
- 8. District In-charges of the MDM and the respective Joint Directors shall ensure submission of daily attendance (figure) by the Schools under their respective jurisdiction.
- 9. Non-Serving of MDM during any exam days / half holidays/ etc shall be treated as nil and this will be strictly monitored through field Officers.
- 10. Joint Director of the district shall monitor the submission of actual MDM availing and in the event of any lapses for non-submission, discrepancies of figure, Joint Director as implementing authority shall take full accountability.
- 11. Asst. Project Coordinator (MDM) and Computer Operator cum Coordinator MDM (Head Quarter) shall monitor the daily attendance in the web and HOIs or any field Officers can any time contact Head Quarter for further clarification.
- 12. To ensure authentic figure of the MDM actual availing children, any field Officers right from Asst.Edu Officer can any time check the attendance or monitor on the spot and in case of any discrepancies, the officer can directly submit written report to HOD or Director concerned for appropriate action.

By order

Thomas Chandy (IFS)
Pr. Secretary [HRDD]

(M.P. Subba)
Director [MDM/Languages]

ANNEXURE-II

HUMAN RESOURCE DEVELOPMENT DEPARTMENT GOVERNMENT OF SIKKIM, TASHILING – GANGTOK.

No: HRDD/MDM/GC/215

Date: 23:01:2014

Billing procedure;

- Monthly bill of cooking cost and Honorarium shall be made computer generated bills with immediate effect.
- II. In every 2nd and 3nd day of the next month, the bills shall be printed out by the MDM In-charges of the districts and after having checked, the bills shall be forwarded to concerned Drawing & Disbursing Officer.
- III. The bills shall be certified by the concerned Drawing & Disbursing Officer and the certification is deemed as pre-checked procedure of pay and accounts.
- IV. The Joint Director concerned thereafter, shall further countersign / endorse the bill earlier checked by Drawing & Disbursing Officers, (Which becomes a voucher and same has to be numbered chronologically duly maintaining separate accounts register).
- V. Thereafter, the certified bill is deemed to have been passed and sanction intimation of each School indicating the amount shall be forwarded to Bank for payment.
- VI. The bank shall release payments to separate account holders i.e. Head of Institution / School Management Committee (HOI/SMC) of schools on the basis of the sanction intimation.
- VII. The Head of Institution / School Management Committee (HOI/SMC) shall draw the amount and make payment to cooking agencies & cooks and maintained records of the receipt for audit purpose.

By order

Thomas Chandy (IFS)
Pr. Secretary [HRDD]
Govt. of Sikkim

(M.P.Subba)
Director [MDM/Languages]

HUMAN RESOURCE DEVELOPMENT DEPARTMENT GOVERNMENT OF SIKKIM, TASHILING - GANGTOK.

No: HRDD/MDMGC/216 Date: 23:01:2014

Record maintenance procedures:

- I. The paid vouchers shall be kept in the district office for audit purpose.
- II. The copy of bills and sanction intimation shall be forwarded to schools.
- III. District In-charge shall prepare all necessary procedure (financial) in consultation with concerned Drawing & Disbursing Officer as per SFR.
- IV. Monthly bank statement has to be drawn and updated by district In-charge and copy be sent to headquarter for information.
- V. Head of Institution (HOI) has to maintain the records of the acknowledgment of the payment made to cooking agencies and cooks in the paid voucher duly signed in a revenue stamp.
- VI. The funds transferred to districts shall be auditable in the district office and amount received by schools shall be audited in the school level.

By order

Thomas Chandy (IFS) Pr. Secretary, HRDD

(M.P.Subba) Director [MDM/Languages]